

**MINUTES OF THE  
PROFICIENCY TESTING COMMITTEE MEETING  
MAY 14, 2002**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, May 14, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chair Ms. Barbara Burmeister of the Wisconsin State Laboratory of Hygiene led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B and the List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the meeting agenda.*

**INTRODUCTION**

The teleconference commenced with Ms. Burmeister taking roll call and reviewing the Agenda.

**MINUTES AND ACTION ITEM REVIEW**

Minutes from the teleconference of April 23, 2002, were reviewed and accepted as written. The action items were reviewed and the status is shown in Attachment B.

**PROFICIENCY TESTING REPORTING LIMITS**

The committee discussed the possibility of drafting an FAQ to assist the PT providers and laboratories with PT reporting limits. In response to Mr. Tom Coyner's email regarding PT reporting limits, Ms. Burmeister will send him excerpts from Ms. MaryKay Steinman's document.

**QUICK RESPONSE PT SUBCOMMITTEE STATUS**

Dr. Anand Mudambi did not receive any response from the subcommittee regarding the revisions to the Standard, therefore, the proposed changes were submitted. Dr. Mudambi and the subcommittee decided that an FAQ will bring clarification to how the corrective action PT studies are to be used since the Standard is ambiguous on this action. The proposed text for the FAQ will be sent out for the subcommittee and committee's review and will state that when it comes to corrective action PT studies, the Accrediting Authorities have the final authority in terms of decision-making. Once the FAQ is reviewed, if there are no issues, it will be submitted for posting on the NELAC website.

**RADIOCHEMISTRY FOT SUBCOMMITTEE STATUS**

The subcommittee submitted proposed changes to Appendix G that are consistent with the EPA Criteria Document and more user-friendly. The text will explain the calculations and how they are utilized. In accordance with the EPA Criteria Document, the subcommittee would like to clarify the calculations and help the PT Providers better understand how to score the results. The subcommittee believes that this is an advantageous approach and can be applied more directly. The subcommittee will submit the proposed text to the Proficiency Testing committee by the next teleconference.

## **STATUS OF REVISED ANALYTE AND METHOD CODE LISTS**

The feedback received from the NELAP Accrediting Authorities regarding the manufacturing codes suggested that they go under the miscellaneous category of the code lists. There was no feedback regarding the combination method codes and Ms. RayAnn Haynes will address this at the next Accrediting Authorities teleconference.

## **STATUS OF TECHNOLOGY CODES – FEEDBACK FROM CHAPTER 1**

Dr. Tom McAninch made the suggested changes from the Program, Policy & Structure committee to the technology codes along with submitting them for review by the Proficiency Testing committee. Dr. Michael Miller will review the draft, which will then be approved during the next teleconference.

Dr. McAninch has also started working on preparation method codes since some states have started accrediting by them. He asked for suggestions on how to group the codes and Ms. Haynes recommended that it was necessary to distinguish them by matrix using 6 digits considering that NELAC recognizes only a certain amount of matrices. Dr. McAninch will add the matrix designation to the preparation codes and submit them to the committee for review.

## **STATUS OF FOT ACCEPTANCE CRITERIA SUBCOMMITTEE**

The subcommittee concluded from their last teleconference that there is a need to track the method or technology to eventually develop meaningful acceptance criteria. The committee needs to encourage the Accrediting Authorities, PT providers, and laboratories to use the analyte and method codes that the PT Committee has posted on the website. Ms. Haynes is gathering email addresses of subcommittee members to send out the initial draft regression statistics for review.

## **STATUS OF ONGOING PT PROVIDER MONITORING CRITERIA SUBCOMMITTEE**

Dr. Ralph Obenauf reported that a list of potential monitoring criteria is being developed which will be sent to the subcommittee for review and discussion. A teleconference has been scheduled for the week of June 3<sup>rd</sup>, 2002. Dr. Obenauf will report the status to the PT Committee at the June 11th teleconference.

## **UNIFORM ELECTRONIC DATA FORMAT FOR ACCREDITING AUTHORITIES UPDATE**

A uniform electronic data format was not discussed with the Accrediting Authorities at their recent teleconference. However, the Accrediting Authorities asked if the method, analyte and technology codes were available and it was conveyed that the analyte and method codes have been posted to the NELAC website. It will be beneficial for accrediting authorities developing new computer systems if PT providers and laboratories adopt the new method and analyte codes. Existing systems will have to use translation codes. Dr. Mudambi will send his version of a uniform electronic data format to Dr. Miller and the committee for review.

## **COMMENTS/QUESTIONS RECEIVED**

Mr. Perry Brake from Washington State sent a comment to Ms. Burmeister regarding the PT Study reports claiming that he was told by a PT provider that it is no longer necessary to put the name of the laboratory on the reports. Ms. Burmeister replied back to Mr. Brake that it is a NELAC requirement to have the laboratory name on the report.

## **EPA/NIST ITEMS**

None

## **MEMBERSHIP AND OUTREACH COMMITTEE UPDATE**

None

## **OTHER ITEMS OR ISSUES**

### PT Requirements for EBC and DBCP Compounds

Dr. Mike Miller submitted the following question to the committee: EDB and DBCP are listed in the NELAC PT FOT under Volatiles; does a laboratory have to analyze PTs for these compounds by method 502.2 and 524.2 or just by method 504? Both EDB and DBCP are regulated drinking water compounds by method 504. They can also be detected using screening procedures, but the screening methods are not currently accredited. Discussion ensued regarding these compounds and how they should be accredited, or even if they are appropriate to use. Dr. Miller is going to discuss the accreditation of these two compounds with the Accrediting Authorities at their next teleconference and will report back to the PT Committee.

## **ADJOURNMENT**

The meeting was adjourned as the allotted teleconference time expired.

## **FUTURE TELECONFERENCES**

Due to scheduling conflicts the committee decided to cancel the May 28<sup>th</sup> teleconference. The next Proficiency Testing Committee teleconference is scheduled for June 11, 2002, at 1:00 p.m., EDT.

**AGENDA  
PROFICIENCY TESTING COMMITTEE MEETING  
MAY 14, 2002**

1. Minutes and status of action items from April 23, 2002 teleconference
2. Proficiency Testing Reporting Limits (Marykay)
  - Follow-up to Coyner comments
3. Quick response PT subcommittee status (Anand)
  - FAQ for AA authority
4. Radiochemistry FOT subcommittee status (John)
5. Status of analyte and method code lists (Ralph)
  - Feedback from NELAP AA workgroup regarding combination and manufacturer codes (RaeAnn)
6. Status of technology codes – feedback from Chapter 1 (Tom)
7. FOT Acceptance criteria subcommittee status (RaeAnn)
8. Ongoing PT provider monitoring criteria subcommittee status (Ralph)
9. Uniform electronic data format for accrediting authorities update (Mike)
10. Comments/questions received
  - Perry Brake, Washington State – PT study report requirements
11. EPA/NIST items
12. Membership and Outreach Committee update
13. Other items or issues
  - PT requirements for EDB and DBCP compounds (Mike)

**ACTION ITEMS  
PROFICIENCY TESTING COMMITTEE MEETING  
MAY 14, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	5/14/02	E-Mail Mr. Tom Coyner regarding PT reporting limits comment (Burmeister)	ASAP
2.	5/14/02	Draft FAQ (Mudambi)	ASAP
3.	5/14/02	Put EDB and DBCP compounds on AA's agenda for next teleconference (Miller)	ASAP
4.	5/14/02	Cancel the May 28 <sup>th</sup> teleconference call (Burmeister)	ASAP
5.	5/14/02	Add matrix designation to preparation codes and submit to committee for review (McAninch)	ASAP
6.	5/14/02	Radiochemistry FOT subcommittee will submit text for committee review (Griggs)	6/11/02
7.	04/23/02	Send out version of uniform electronic data format to Mike and the committee (Mudambi)	ASAP
8.	04/09/02	Draft recommendation to AAs re Parker comment (Burmeister)	In Progress

**LIST OF PARTICIPANTS  
PROFICIENCY TESTING COMMITTEE MEETING  
MAY 14, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Barbara Burmeister, Chair	Wisconsin State Laboratory of Hygiene	T: (608) 265-1100 F: (608) 265-1114 E: burmie@mail.slh.wisc.edu
John Griggs	USEPA/OAR	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov
RaeAnn Haynes	State of Oregon DEQ	T: (503) 229-5983 F: (503) 229-6924 E: haynes.raeann@deq.state.or.us
Larry Jackson (Absent)	Environmental Quality Management	T: (603) 924-6852 F: (603) 924-6346 E: lpjackson@msn.com
Tom McAninch	Eastman Chemical Company	T: (903) 237-5473 F: (903) 237-6395 E: twmcan@eastman.com
Michael Miller	NJ DEP - Lab Certification Office of QA	T: (609) 633-2804 F: (609) 777-1774 E: mmiller1@dep.state.nj.us
Anand Mudambi	US Army Corps of Engineers	T: (703) 603-8796 F: (703) 603-9112 E: mudambi.anand@epa.gov
Ralph Obenauf	SPEX CertiPrep, Inc.	T: (732) 549-7144 F: (732) 603-9647 E: robenauf@spexcsp.com
Marykay Steinman	M.J. Reider Associates, Inc.	T: (610) 374-5129 F: (610) 374-7234 E: msteinman@mjureider.com
Gabrielle Porath (Contractor support)	Anteon Corporation	T: (702) 731-4150 F: (702) 731-4127 E: gporath@anteon.com